[redacted]

(1954) Department

Confidential

Revenue

SERIES

G.O. No. 367,

Dated 16 2 54

[Despatch Abstract.]

4066/(Ad)

Refused
Ans
2/16

CONFIDENTIAL. Revenue Department.

Subject.

Confidential Records - Personal files - Adverse remarks Communication - Amendment to B.S.O.132, para (1) VII (d) Proposal.

Station : Madras Ref.D.No.C764/53-2-C. Dated 1-12-1953

-:o:-

From

Sri W.R.S. Sattianathan, I.C.S., Commissioner of Land Revenue.
Sri C.S.Krishna Moorthi, I.A.S.,
Secretary, Board of Revenue.

Read:- From the Collector, Malabar, Ref.A3-22616-53 dated 20-7-53.
" Madurai, 13702/53 dated 13-8-53.
" Krishna, 21096/53 dated 17-8-53.
" Tirunelveli, A6-13324/53 dated 28-8-53.

-:o:-

REFERENCE:-

Submitted to Government.

2. The Collector of Malabar has suggested an amendment to B.S.O.132 to the extent that adverse remarks in the personal files may be communicated to the persons concerned at the discretion of the custodian officers without waiting for acceptance by scrutiny officers. Select Collectors were consulted on the suggestion and their remarks were obtained. The Collector of Madurai suggests that it would be better to communicate the adverse remarks in the personal files to the persons concerned only after they are scrutinised by the competent authority and that the Custodian officer may be asked to get the prior approval of the superior officer then and there, instead of waiting till the office is inspected and then communicate the adverse remarks to the persons concerned. The Collectors of Tirunelveli and Krishna also have expressed the same view. The Board considers that the suggestion of the Collector, Madurai, is sound and may be adopted. It therefore submits that the Government may be pleased to issue executive instructions on the above lines. This principle may be extended to Gazetted Officers also.

For Secretary.

To The Secretary to Government,
Revenue Department.

P.T.O.

1-12-53

Copy of letter Ref.A3-22616/53 dated 20-7-53.
from Sri R. Prasad, I.C.S., Collector of Malabar.

-:o:-

Sub:- Confidential Records - Personal files - Adverse remarks - Communication - Instructions - Amendment to the B.S.O. - suggested.

...

I invite attention to sub paragraph VII (d) of paragraph (1) B.S.O.132 according to which the Custodian officers should communicate the adverse remarks recorded in the personal files to the concerned persons only after they have been seen and accepted by the scrutinising authorities. According to G.O.No.1343 Rev.Dept. dated 30-5-1940, the custodian of the personal files of officers of and above the rank of U.D.Clerks is the Collector while the heads of offices are the custodians of those of and below the rank of L.D.Clerks. The scrutinising authorities in respect of the personal files of those of and below the rank of L.D. Clerks working in the subordinate offices are the Rev. Divl. Officers in the case of those workir in Taluk and Deputy Tahsildar's Officers, and the Collector, in respect of Divl., Offices and Try. Dy. Collector's Office. The scrutiny of personal files is usually done at the time of annual inspection of each office, which generally takes place late in the year. This is meant more to see that the personal year. This is meant more to see that the personal files are maintained in proper order. It is hardly necessary or useful for example for a Rev. Divl. Officer to wait till the Collector has scrutinished the personal files of L.D.Clerks of the Divl. Office before the adverse remarks are communicated to them. With the phenomenal increase in the District Revenue Establishment "acceptance" by the scrutinising authority, which implies some study of the personal files in question and not mere of the particular adverse entry is not a very practical proposition. I, therefore, suggest that the B.S.O. cited may be modified to the extent that adverse reamarks may be communicated at the discretion of the custodian officers without waiting for acceptance by the scrutinising Office If the Board agrees to this modification, a special scrutiny of the personal files by the Rev. Divl. Officers and Collector will not be necessary and this will help inlaying stress on the observance of the rule regarding communication of adverse remarks which is now more or less a dead letter.

I request orders.

(Sd.) ****
For Collector.

/True Copy/

Copy of letter L.Dis.13702-G-53-A5 dated 13-8-53 from Sri C. G. Ramakrishnan, I.C.S., Collector, Madurai.

-:o:-

Sub:- Personal files and confidential records -

P.T.O.

Adverse ramarks - Communication - Amendment to B.S.O.132 - Proposal - Remarks - Offered.

Board's Ref.No.D.6764-53-1-C., dated 6-8-53.

The difficulty pointed out by the Collector of Malabar is real.

2. I am of opinion that it is better to get the Superior officers' scrutiny, before the adverse remarks are communicated, in order to act as a check against irresponsible remarks and also to avoid the complications which may attend in the light of the superior officer differing from the remarks of the custodian officer.

3. The difficulty felt by the Collector of Malabar can be avoided if the following solution is adopted. The custodian officer may be asked to get the prior approval of the superior officer then and there i.e. when the remarks are recorded, instead of waiting till the office is inspected, and then communicate the adverse remarks. As such cases may not be many, this will not cause much inconvenience or additional work either to the custodian officer or to the superior officer.

(Sd.) * * *
For Collector.

/True Copy/

...

Copy of letter L.Dis.21096/53 dated 17-8-1953 from Sri Rami Reddi, I.A.S., Collector, Krishna.

Sub:- Personal files and confidential records - Adverse remarks - Communication - Amendment to B.S.O.132 - Pers Proposals - remarks submitted.

Ref:- Board's Ref.No.D.6764/53-1-C, dated6-8-53.

...

I offer the following remarks on the Board's reference cited.

It is not desirable to leave the option of communicating adverse remarks to the custodian officer. But to obviate the difficulty of delay in the scrutiny of the personal files, the custodian officers may be asked to send the personal file whenever any adverse remarks are made to the Revenue Divisional Officer or the Collector as the case may be, and after scrutiny the adverse remarks may be communicated to the officer concerned. Such cases will be filed and the Custodian officers may send the personal files without much difficulty and without awaiting inspection by the scrutinising officers in the usual course

(Sd.) *****
For Collector.

/True Copy/

P.T.O.

Copy of letter A6-13324/53 dated 28-8-53 from Sri M. Gopal Menon, I.C.S., Collector Tirunelveli.

Sub:- As above.

Ref:- Board's Confl.Ref.No.D.6764/53-1 dated 6-8-53.

...

According to the Collector of Malabar, the scrutiny of personal files is usually done at the time of annual inspection of each office. But I do not think it is laid down anywhere that such scrut'ny should take place only at the time of such annual inspection. It can, for instance be done by the superior officer soon after the report is actually written. According to B.S.O.132 (1) (3), the periodical reports have to be written up half yearly for probationers and annually for approved probationers and full members of the services. There should be no difficulty what-so-ever in the reporting officers sending up, for the scrutiny of the higher officer the personal files in which they make their half-yearly or annual reports, as the case may be. When these files are received back after scrutiny by the higher officers the adverse remarks can be communicated by the Custodian Officer. In fact, such a procedure will also ensure that the personal files are written up at the proper time by the reporting officers. Nor is it likely to throw any additional burden on the Collector or the scrutinising Officers. The personal files maintained by the Revenue Divisional Officer will be seen by the Collector and those maintained by the Tahsildars and Deputy Tahsildars will be seen by the Revenue Divisional Officers concerned. This work of scrutiny need not then be done at the time of annual inspection. I think it would be better to introduce such a change rather than give up the system of scrutiny altogether, which has the advantage that the custodian officer will be a little more careful about the report he writes, when he knows that it will be immediately scrutinished by his next superior.

(Sd.) *****
For Collector.

/True Copy/

For Secretary.

GOVERNMENT OF MADRAS.

CONFIDENTIAL. (Abstract.)

Confidential Records - Personal Files - Adverse remarks - Communication Procedure - Modification of - Board's Proposals - Approved.

Revenue Department.

G.O.Ms.No.351. Dated 16th February 1954.

READ - the following:-

From the Board of Revenue Ref.D.No.6764/53-2(c) dated 1--12-53.

ORDER:-

With reference to the instructions contained in B.S.O. 132 (1) (vii) (d), the Custodian Officers should communicate the adverse remarks in the personal files to the persons concerned only after they have been seen and accepted by the scrutinising authorities. The Collector of Malabar, has expressed the view that the procedure contemplated in the B.S.O. is not a very practical proposition and has therefore suggested suitable modification of the procedure. The Board of Revenue has examined the suggestion in detail, in consultation with select Collectors. In its reference read above, the Board of Revenue has stated that it is better to communicate the adverse remarks in the personal files to the persons concerned only after they are scrutinised by the competent authority and that the Custodian Officer may be asked to get the prior approval of the superior officer then and there instead of waiting till the office is inspected and then communicate the adverse remarks to the persons concerned . The Board has stated that this principle may be extended to the Gazetted Officers also.

2. The Government have carefully examined the proposals of the Board of Revenue. They approve the proposals of the Board. They also direct that, because of the chance in the procedure for communicating the adverse remarks, the inspecting officers should not neglect the scrutiny of the personal files at the time of their inspection of the subordinate offices under their control so as to ensure whether the Custodian Officers have taken timely and adequate steps to communicate the adverse remarks to the officers concerned wherever necessary and that this should continue to be one of the important items in an inspection. These instructions will apply to all the departments under the control of the Revenue Secretariat excepting the Hindu Religious and Charitable Endowments (Administration Department), for which separate orders will issue.

3. The Board of Revenue is requested to submit suitable draft amendments to the B.S.O. for the approval of the Government.

(BYORDER OF THE GOVERNOR)

S.K. CHETTUR.
SECRETARY TO GOVERNMENT

To The Board of Revenue (L.R.)
" Board of Revenue (C.T.)
" Board of Revenue (S.E.)
" Inspector General of Registration.
" Commissioner, Hindu Religious and Charitable Endowment (Administration Department.)

Copy to other Departments of Secretariat (with extracts of the notes)
" All Collectors.
" "PR" "PW" "WW" "IT" and "

GOVERNMENT OF MADRAS.

(Abstract.)

Women's Welfare Department - Personal Files - Adverse remarks procedure for Communication - Order passed.

AGRICULTURE DEPARTMENT.

G.O.Ms.No.1911. Dated 9th June 1954.

Read again:-
G.O.No.351 Revenue dated 16-2-1954.

Read also:- From the Director of Rural Welfare,
Roc.No.54 C.P./54 dated 14-5-54.

O R D E R :-

With reference to the instructions issued in G.O.Ms. No.1431, Public (Services) dated 17-5-49, adverse remarks in the personal files should be communicated to the persons concerned only after they have been seen and accepted by the scrutinising authority. In the G.O. read above the Government have ordered that in respect of all Departments under the control of the Revenue Secretriat (except the Hindu Religions and Charitable Endowments (Administration Department) the Custodian Officer should get the prior approval of the superior officer then and there instead of waiting till the office is inspected and then communicate the adverse remarks to the persons concerned, whether non-gazetted or gazetted. It has also been ordered that the inspecting officers should not neglect the scrutiny of the personal files at the time of their inspection of the subordinate offices under their control, so as to ensure whether the Custodian Officers have taken timely and adequate steps to communicate the adverse remarks to the officers concerned wherever necessary.

The Government direct that the above orders shall apply mutatis mutandis to the personnel employed in the Women's Welfare Department also.

(By Order of the Governor)

G. Venkatachalapathy,
JOINT SECRETARY TO GOVERNMENT.

To
The Director of Rural Welfare, 7 Armudu Garden Street,
Egmore, Madras.

Copy to Revenue Department.
" Public (Services) Department.

/Forwarded/By Order./

(Sd.) ******

SUPERINTENDENT.

P.T.O.

GOVERNMENT OF MADRAS.
(Abstract.)

Office Procedure - District Office Manual - Para 139 (7) (e) - Amendment proposed by the Board of Revenue - Approved.

Public (Services-C) Department.

G.O.Ms.No.900. Dated 17th June 1954.

Read the following:-

1. G.O.Ms.No.351 Revenue dated 16-2-1954.
2. From the Board of Revenue No.D.6764/53-3(c) dated 15-3-1954.

READ ALSO:-
G.O.Ms.No.1214 Revenue dated 14-5-1954.

ORDER:-

The draft amendment to paragraph 139 (7) (e) of the District Office Manual suggested by the Board of Revenue in para 2 of its reference cited is approved as amended. The amendment as approved is annexed to this order.

2. The Board of Revenue is requested to issue necessary corrections to the Manual.

(By Order of the Governor)

M.A.S. Sattianathan,
CHIEF SECRETARY TO GOVERNMENT.

To The Board of Revenue.
Copy to Revenue Department.

Forwarded/By Order.

(Sd.) ****
SUPERINTENDENT.

ANNEXURE.

The custodian officers should communicate the adverse remarks to the persons concerned as soon as possible, either in whole or in part, after obtaining the approval of the superior officer. The Inspecting officers should, however, scrutinise the Personal Files at the time of their inspection of the subordinate offices under their control so as to ensure that the custodian officers have taken timely and adequate steps to communicate the adverse remarks to the persons concered wherever necessary. Officers superior to that officer who may have occasion to scrutinise the Personal Files, may also direct the communication of adverse remarks recorded in them where it has not been done already.

C.No.97109 G/53. REVENUE DEPARTMENT.

Confidential.

Sub:- Confidential Records - Personal Files Adverse remarks - Communication - Procedure - Modification of - Boards proposals - Approved.

Read: From the Bd. Of Rev. Ref.D.No.6764/53-2(c) dated 1-12-53.

G.O.Ms.No.351 dated 16-2-54.

With reference to the instructions contained in B.S.O.132 (1) (vii) (d), the Custodian Officers should communicate the adverse remarks in the personal files to the persons concerned only after they have been seen and accepted by the scrutinising authorities. The Collector of Malabar, has expressed the view that the procedure contemplated in the B.S.O. is not a very practical proposition and has therefore suggested suitable modification of the procedure. The Bd. of Revenue has examined the suggestion in detail, in consultation with selected Collectors, In its reference read above, the Bd. of Rev. has stated that it is better to communicate the adverse remarks in the personal files to the persons concerned only after they are scrutinised by the competent authority and that the Custodian Officer may be asked to get the prior approval of the superior officer then and there instead of waiting till the office is inspected and then communicate the adverse remarks to the persons concerned. The Bd. has stated that this principle may be extended to the Gazetted Officers also.

2 The Govt. have carefully examined the proposals of the Bd. of Rev. they approve the proposals of the

P.T.O.

Bd. They also direct that remarks because of the change in the procedure for communicating the adverse the inspecting officers should not neglect the scrutiny of the perconal files at the time of their inspection of the subordinate offices under their control so as to ensure whether the Custodian Officers have taken timely and adequate steps to communicate the adverse remarks to the officers concerned wherever necessary and that this should continue to be one of the important items in an inspection. These instructions will apply to all the departments under the control of the Revenue Secretariat excepting the J.R. & C.E. (A) Dept., for which separate orders will issue.

3. The Bd. of Rev. is requested to submit suitable draft amendments to the B.S.O. for the approval of the Government.

TO
The Bd. of Rev.(.L.R.)
" " " (C.T.)
" " (S.E.)
The E.C. of Regn.
The Commr.H.R.&.C.E.Dept.

Copy to other Deptts.of Sectt., (with extracts of the notes pp.5-6 N.F.)
" All Collectors.
" S,D,N,T and E Sections.

REVENUE DEPARTMENT.

(C.No.97109 G/53)

CONFIDENTIAL RECORDS: - Personal files - Adverse remarks - Communicati
Procedure - Amendment to B.S.O. Proposals.

From the Bd. of Rev. Ref.D.6764/53-2(c) dated 1-12-53

To U.S.

Please see the Bd's reference with its enclosures in the CF orders of Secretary on P1 CF and orders of under Secretary on P2 CF.

2. With reference to the instructions in B.S.O. 132 (1) (vii) (d) the Custodian officers should communicate the adverse remarks in the personal files, to the persons concerned only after they have been seen and accepted by the scrutinising authorities. The Collector of Malabar has stated that the scrutiny of the personal files is usually done at the time of annual inspection of each office which generally takes place late in the year and that with the phenomenal increase in the Dt. Revenue Establishment "acceptance" by the scrutinising authority, which implies some study of the personal files in question and not merely of the particular adverse entry is not a very practical proposition. He has therefore suggested that the B.S.O. in question may be communicated at the discretion of the custodian officers without waiting for acceptance by the scrutinising officers. The Bd. of Rev. has consulted select Collectors on the suggestion of the Collector of Malabar.

3. The Collectors of Madurai, Krishna and Tirunelveli do not agree to the suggestion of the Collector Malabar and all of them consider that it

P.T.O.

is desirable to get the superior officers' scrutiny before the adverse remarks are communicated and that the option of communicating the adverse remarks should not be left to the Custodian officer. However the Collector of Madurai has suggested that the custodian officer may be asked to get the prior approval of the superior officer them and there is when the remarks are recorded instead of waiting till the office is inspected and them communicate the adverse remarks. The Collectors of Krishna and Tirunelveli have also made similar suggestions. The Bd. has expressed the view that the suggestion of the Collector of Madurai is sound and that it may be adopted. It has therefore requested that executive instructions on the above lines may be issued. It has also stated that the principle may be extended to Gazetted Officers also.

3. A suggestion similar to that of the Collector of Malabar has already been examined by the Govt. and it has been decided that the adverse remarks should be communicated to the persons concerned only after they have been seen and accepted by the scrutinising authorities vide notes on pp.3-5 and the orders on p 1 of G.O.Ms.No.1431 Pub.(Ser.) dated 17-5-1949 at flag (p). As the reasons recorded previously hold good even now, and as the suggestion of the Collector of Malabar is not agreeable to the other Collectors or the Bd. of Rev. it does not seem necessary to examine this suggestion any further.

4. The suggestion of the Collector of Madurai

P.T.O.

which is also similar to those made by the Collectors of Krishna and Tirunelveli and supported by the Bd, of Rev. does not seem to have been examined previously. If adopted, the procedure now suggested will facilitate the quicker communication of the adverse remarks to the Officers concerned than under the present system where the adverse remarks are to be communicated only after the scrutiny by the inspecting officer. As stated by the Collectors there may not also be any practical difficulties in following the procedure now suggested as such cases may not be many and this will not cause much inconvenience or additional work either to the Custodian Officer or to the superior Officer. The Collector of Tirunelveli has stated that the Custodian Officer will be a little more careful about the report he writes when he knows that it will be immediately scrutinised by his next superior. The suggestion therefore seems to be a sound one as stated by the Bd. The Bd's proposals may therefore be supported in this Dept. so far as the non-gazetted Officers are concerned. However seems desirable to make it clear that because of the change in the procedure for communicating the adverse remarks the inspecting officers should not neglect the scrutiny of the personal files at the time of their inspection of the sub-ordinate Offices under their Control so as to ensure whether the custodian Officer have taken timely and adequate steps to communicate the adverse remarks to the officers concerned, wherever necessary.

P.T.O.

In the case of the Gazetted Officers the head of the department is the Custodian authority. The adverse remarks made in the personal files of the gazetted officers are submitted to the Govt. once in a half year and after their approvalin in this case of probationers and once in a year in the case of others are communicated to the Officers concerned. If the suggestion of the Collector o Madurai is to be adopted in the case of the Gazetted Officers also, as recommended by the Bd., the heads of departments will have to submit the adverse remarks, if any, to the Govt. then and there as soon as they are recorded instead of sending them as a half yearly or yearly periodical. In view of the fact that the delay in communicating the adverse remarks to the Officers concerned will be minimised though not avoided altogether, there seem to be no objection to extend the Madurai Collector's suggestion in the case of Gazetted Officers also. It is therefore for orders whether the Bds. proposals may be supported in the Dept. inspect of the Gazetted Officers also.

5. Though the suggestions have emanated from the officers of the Revenue Department it would appea that they can as well be applied with advantage to all Departments. If this view is agreed to, final orders in the matter have to be issued from the Pub.(Ser.) Dept. as it involces a general policy. The question of suitably amending th- P.S.Os may be taken up after final orders are issued. If However, Pub.(Ser.) consider that the procedur

suggested by the Board need not not extended to the other Departments of the Government and if they have no objection to the adoption of the procedure in the departments under the control of Revenue, final orders may issue in this Department The proposals have been finai received from the Board of Revenue (L.R.). It does not seem neccessary to obtain the remarks of the other branches of the Board of or the Inspector of General of Registrations.

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Hindu Religious and Charitable Endowments (Administration) Department.

Orders have been issued in G.O.Ms.No. 583, Revenue, dated 27-5-52 as to who should prepare, maintain and scrutinise the personal file of both Gazetted Officers and Subordinates of the Hindur Religious and Charitable Endowments (Administration) Department. The statement made at 'A' on p.3 ante is not applicable to Hindu Religious and Charitible (Administration) Department. The personal files of Deputy Commissioners, Personal Assistant to the Commissioner and verification Officer are maintained by the Head of the Department in the Commissioner while the personal filesof Assistant Commissioners are maintained by the respective Deputy Commissioners concerned. No distinction has been made between probationers and approved probationers in respect of preparation and scrutiny of the personal files. These person files are written up and scrutinised every half year. There no information in the department about the procedure followed by officers of Hindu Religious and Charitable Endowments (Administration Department in the matter of communicating the adverse remarks made again both gazetted and non-gazetted officers. So the Commissioner Hindu Religious and Charitible (Administration0) Department may be consulted in the firs instance. If approved relevant extracts will be taken for separate action.

We can settle upon a uniform system and prescribe it for all cases coming under this Department.

Meantime the Commr. of H.R.&C.E. may be consulted taking extracts from the file.

7. After orders are passed the file may be sent to Public (Ser.) for remarks.

Other officers may kindly see for remarks.

Extracts Registered in 'D' C.NO.2156D/52.

This file relates to the communication of the adverse remarks made in the personal files of Government servants. According to G.O.Ms.No. 1431, Public (Services), dated 17-5-49, such remarks should be communicated to the officers concerned only after they have been seen and accepted by the scrutinising authorities.

The Board of Revenue (L.R.) has for this reason, that the personal filesof Revenue subordinates are scrutinised only at the time of inspection, i.e., once in a year, and as considerable time elapses before a particular remark made in the personal file of an officer on a particular date is seen and accepted by the Scrutinising authority and communicated to that officer, suggested that the officer in custody of the perosnal fild may be asked to get the prior sanction of the scrutinising authority then and there, instead of waiting till theinspection.

This department need not object to the Revenue Department's proposal to adopt the procedure in respect of the departments under the control. This department may also agree that because the procedure for communicating the adverse remarks has been changed, the scrutinising authorities should not neglect the scrutiny of personal files at the time of their inspection of the subordinate offices.

As regards the Revenue Department's suggestion that the procedure may be extended to other departments also, it is submitted that the prescription of the authorities who should prepare and maintain personal files and those who scrutinise them, the intervals at which they should be prepared and scrutinised are matters on which the administrative departments concerned were requested to issue orders.

for continuation, see back page. (P.T.O.)

It has requested that executive instructions may be issued on the above lines and that the priciple may be extended to Gaze tted Officers. The Revenue Departmeht have accepted the Boar suggestions and propose to adopt the above procedure in respe of all departments under their control, after consulting the Commissioner, H.R. & C.E.(A). They are also of the view that the procedure can be extended with advantage to other departments as well.

In case the personal files are both written up and scrutinised every half-year or once a year, there is no point in adopting the procedure suggested by the Board in regard to the other departments. In any case, the views of the other departments of the Secretariat and Heads of Departments will have to be obtained, which does not seem worthwhile. If it is desired that it should be adopted in the case of any particular department, the question may be examined individually then.

With the above remarks, the file may be returned to Revenue.

Executive instructions as proposed on the case of Revenue Department may be useful for other departments also though the position is as at 'A' above. After Revenue issues formal orders, a copy of the orders may be sent to the other departments with a suggestion that similar action may be taken by them also.

Public(Services) U.O.162/54-1
28-1-54.

Revenue Department

To U.S.

Notes from p.1 ante may be read.

2. The case relates to the Boards proposals to modify the procedure followed in the communication of the adverse remarks in the personal files the officers concerned. Public (Services) have no objection to the proposals of the Department to accept the Board's view in the matter so far as the departments under the control of this department are concerned. As regards this Department's suggestion that the procedure suggested by the Board may be extended to other departments also, Chief Secretary has observed that executive instructions as proposed in the case of Revenue Department may be useful for other departments also and that after this Department issue formal orders, a copy of the orders may be sent to

other departments with a suggestion that similar actions may be taken by them also. The Chief Secretary's suggestion may be accepted and copy of the orders together with the notes on pp.5-6 ante (including Chief Secretary's remarks) may be communicated to the other departments of the Secretariat for further action in the matter.

3. With reference to para 6 on p.4 ante it is submitted that the remarks of the Commissioner Hindu Religious and Charitable Endowments(Administration) Department have been called for in the matter. His remarks are awaited. It does not seem necessary to await his remarks for the issue of final orders in this file and that it will be enough if orders are issued to the effect that the instructions issued will apply to all departments except the Hindu Religious and Charitable Endowments(Administration) Department under the control of this Department and that separate orders will issue in respect of the Hindu Religious and Charitable Endowments (Administration)Department. Subject to orders a draft order is submitted for approval. The file may be circulated to M.(R) for approval of the draft orders below:-(with reference to para 3 of the draft order a call book entry will be made against 15-5-54 to watch the receipt of the Board's reports in the matter.

Yes, this may be done.
C.M.V.
11-2-54.